Rubbermaid®
Healthcare

# Non-Locking and PIN Code Locking Cabinet

## Wall Mounted Workstation

# Manual

# Warnings

**IMPORTANT** – Indicates a situation that does not present any hazard but is very important in maintaining a well functioning workstation.

**ATTENTION** – Consult manual to avoid a potentially hazardous situation which may result in minor or moderate injury.

**ELECTRICAL** – Indicates an impending electrical hazard which, if not avoided, may result in personal injury, fire and/or death.

- The supplied power cord is rated for medical use. Connecting the cord to an outlet that is not medical grade (indicated with a green dot) will not ensure grounding protection.
- Power cord, USB extension, and workstation are for INDOOR use only. **DO NOT** OPERATE OUTDOORS.
- Keep power cord away from water. **DO NOT** PLUG CORD INTO OUTLET IF WET.
- **DO NOT** OPERATE PRODUCT IF WET. If the WORKSTATION becomes wet, unplug it immediately, wipe off any excess liquid, and allow it to dry before using again.
- Inspect power cord before integration. **DO NOT** USE POWER CORD IF DAMAGED.
- Fully insert power cord plug into outlet. **DO NOT** unplug by pulling on cord. **DO NOT** remove, bend or modify any metal prongs or pins of power cord.
- **DO NOT** use excessive force to make mechanical or electrical connections.
- **DO NOT** obstruct the cooling vents.
- **DO NOT** use an electrical extension cord with your workstation.
- **DO NOT** operate the lift system when there is an obstruction.
- **DO NOT** use a flammable cleaner on the station as it can result in fire or explosion.

**Transport/Storage**

- The shipping weight of the CareLink cart is approximately 160 lbs (72 kg). Use proper lifting techniques to prevent injury.
- Care should be taken to transport and store this system within a temperature range of 32ºF to 90ºF (0ºC to 32ºC); Humidity 20% RH to 95% RH non-condensing.

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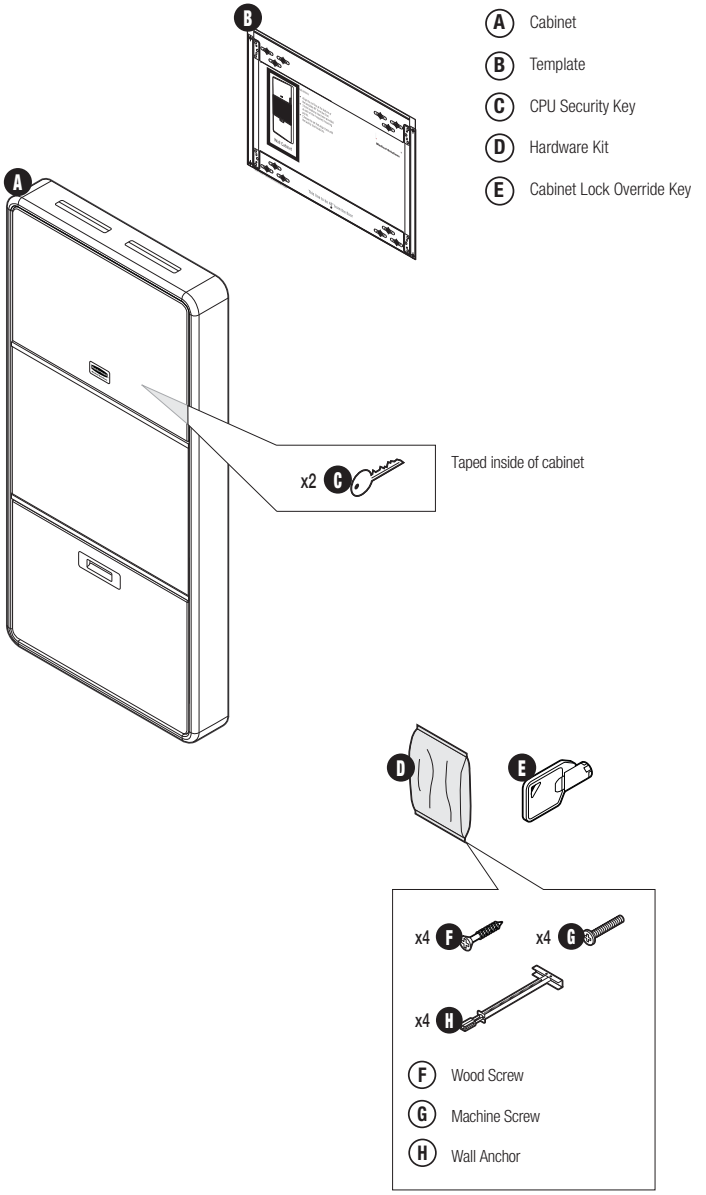
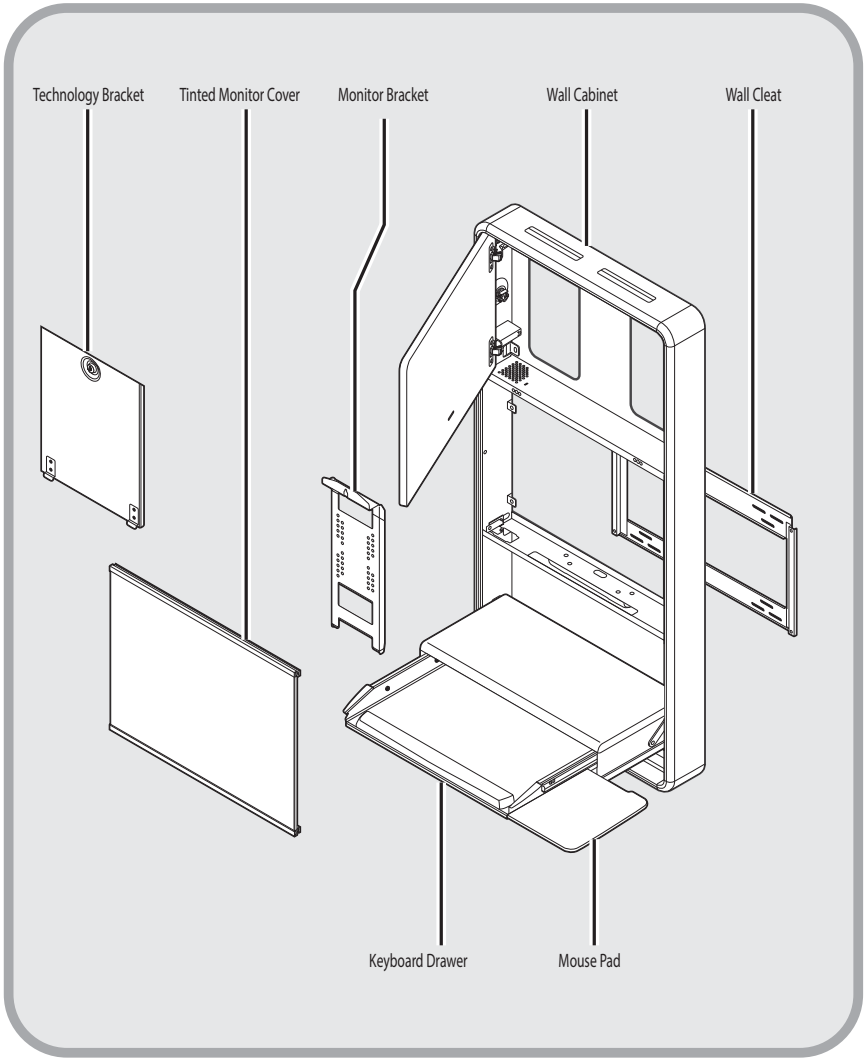
# Box Contents



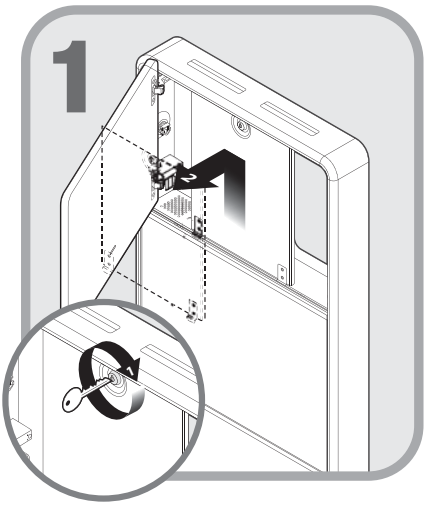
# Installation

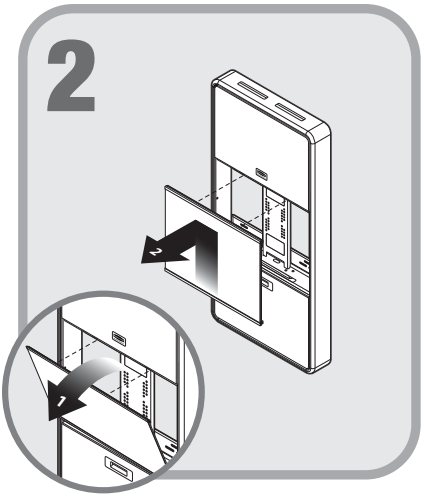
## PARTS BREAKDOWN

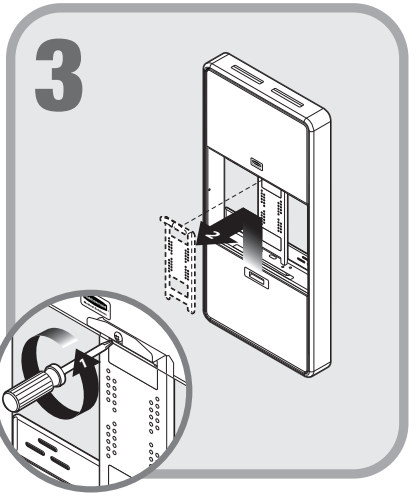


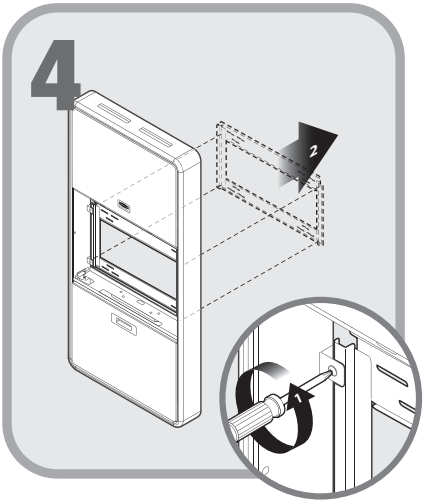
# Installation

## WALL CABINET DISASSEMBLY



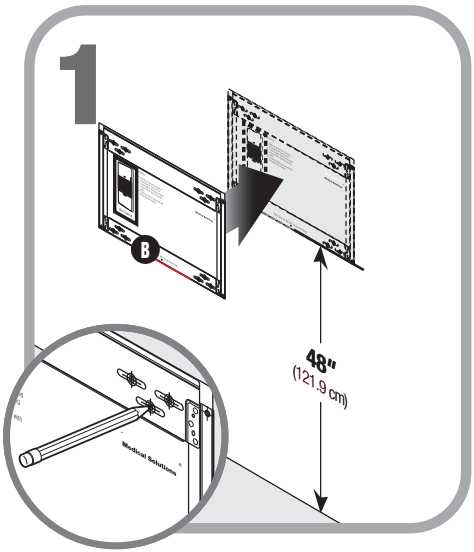



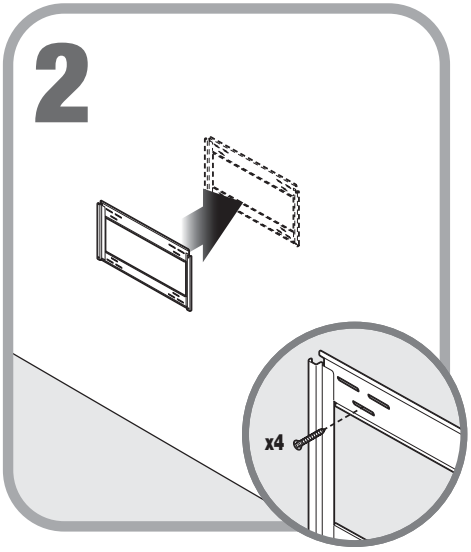
# Installation

## MOUNTING WALL CABINET




**Note:** Consult the Engineer of Record regarding structural codes and utilities.

Use the mounting template (B) to determine drill hole locations. Set line should be 48" (121.9 cm) from floor. Mark and drill holes.

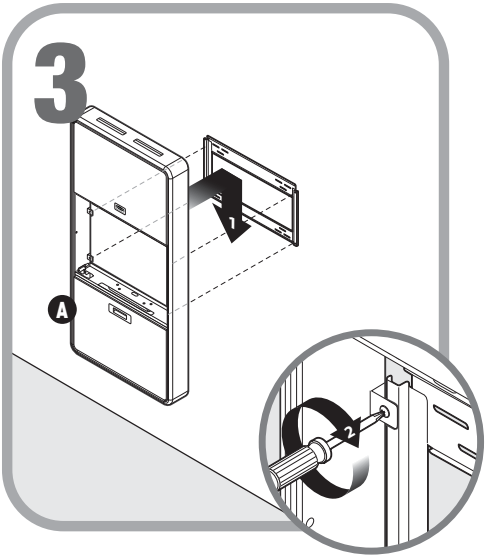



o Mount wall cleat using hardware provided.

**Note:** Use part wall anchor (H) and machine screw (G) for steel stud installation. Use wood screws (F) for wood studs.

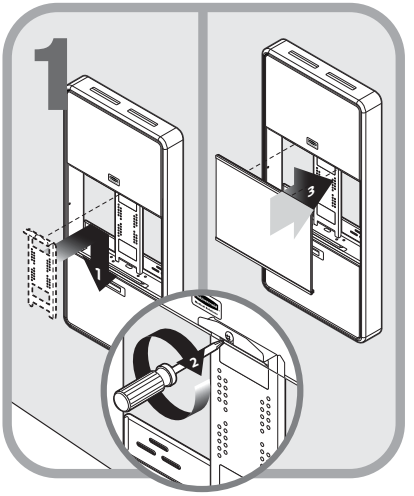
# Installation

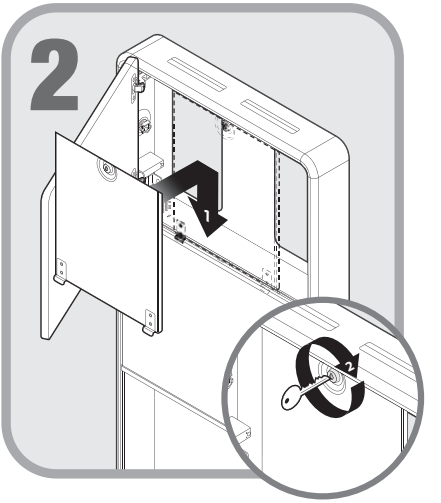
## WALL TRACK INSTALLATION




o Hang wall cabinet (A) on wall cleat and secure with screws.

## WALL CABINET REASSEMBLY



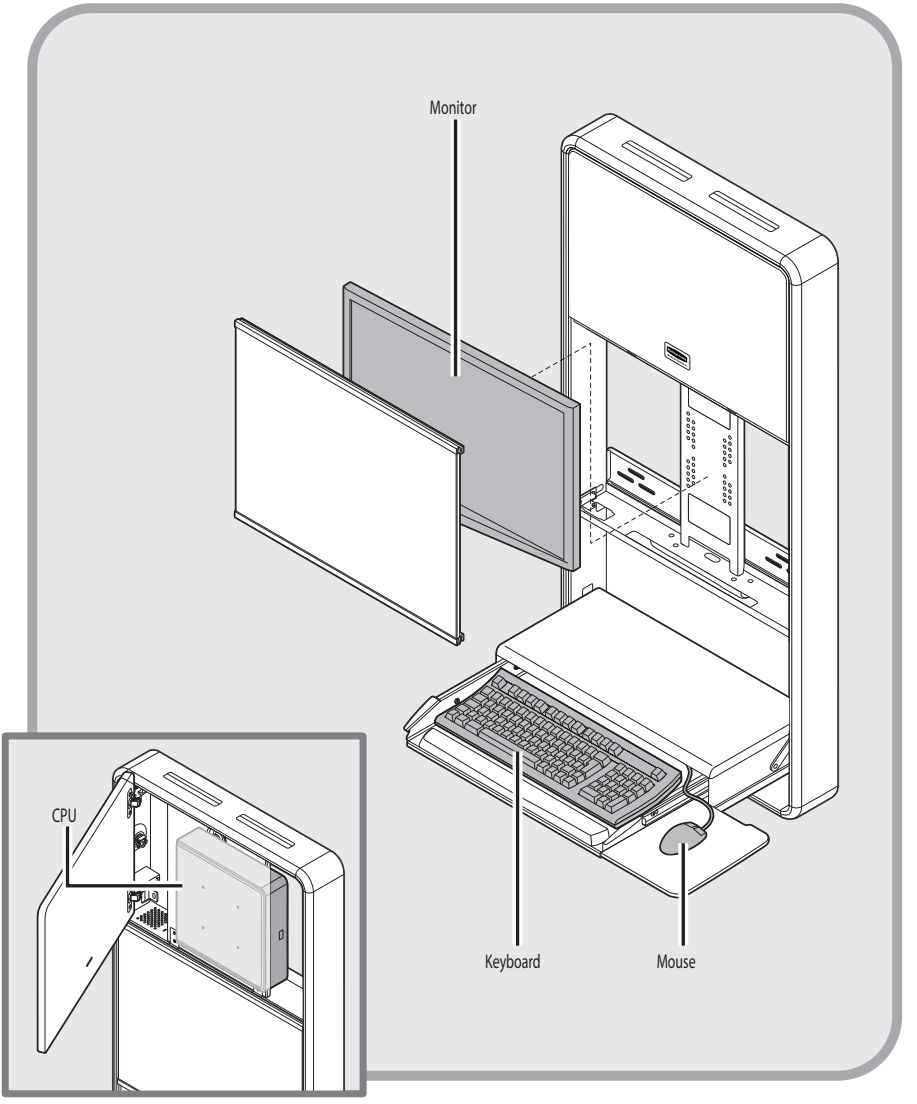



# Operation

## THE BATTERY CHARGE INDICATOR

# Integration

## TECHNOLOGY SCHEMATIC



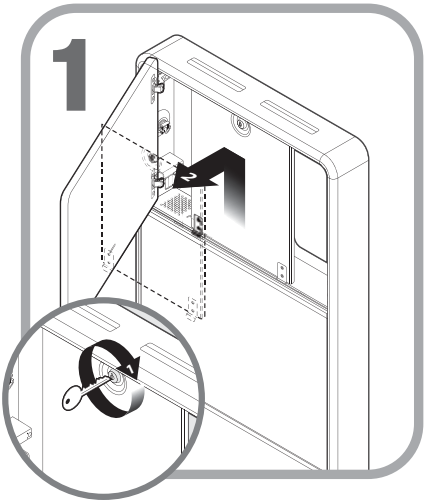
# Integration

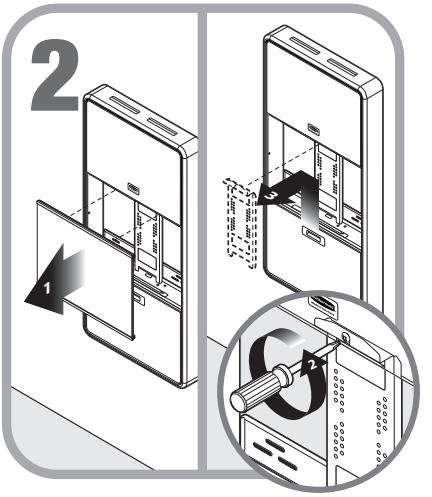
## SPECIFICATIONS

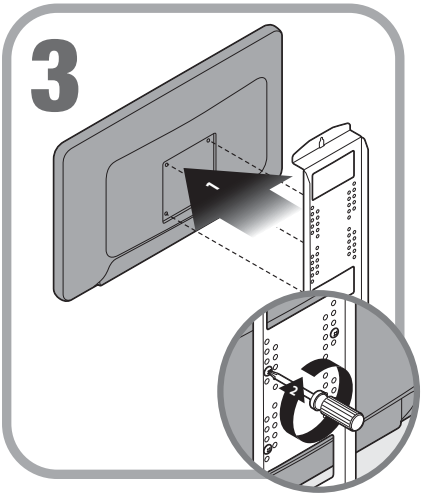
| | |
|---|---|
| Power Cord (locking cabinet only) | 1.5′ (45.0 cm) length, Medical Grade NEMA Right Angle Plug, 3x NEMA Receptacles, 125V 50/60Hz<br>250W **max** |
| USB Cables | 2 – USB 2.0 Type A Male to Type A Female Extension Cables |
| Monitor Bracket | 25 lbs (11.3 kg) **max**; VESA 75 mm & 100 mm |
| Keyboard Drawer | Accommodates 1.75″H x 18″W x 8″D (4.5 cm x 45.7 cm x 20.3 cm) USB keyboard |
| Work Surface | 20.38″W x 10″D (51.8 cm x 25.4 cm) |
| Mouse Pad | 10″W x 10″D (25.4 cm x 25.4 cm) |
| Technology Cabinet | Accommodates CPUs up to 11″W x 11″H x 2.9″D (27.9 cm x 27.9 cm x 7.4 cm) |

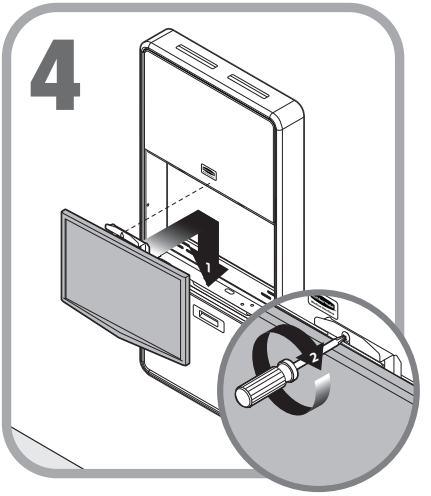
# Integration

## TECHNOLOGY INTEGRATION



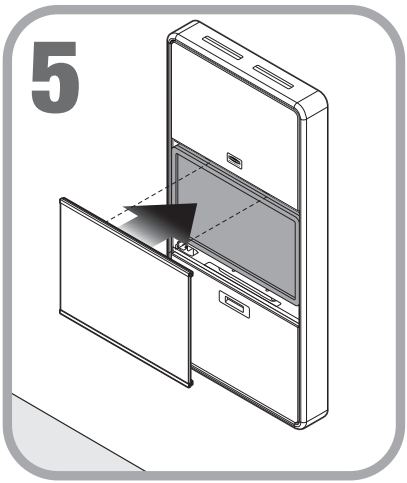



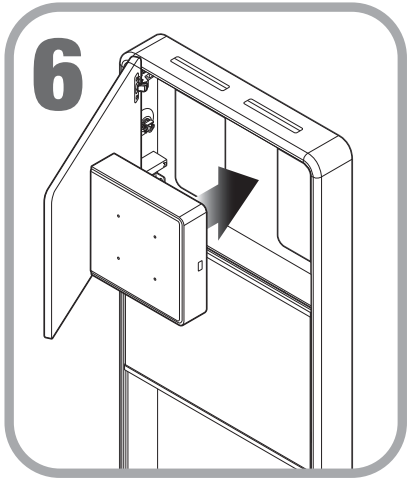



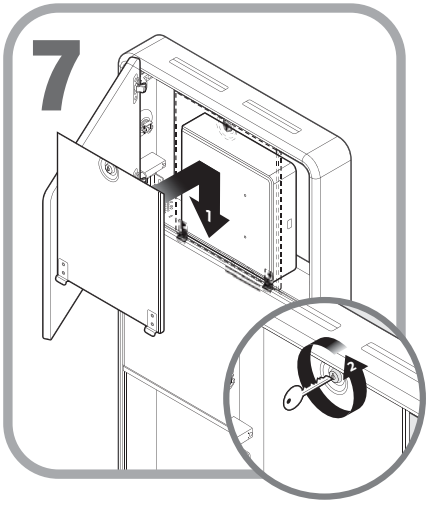



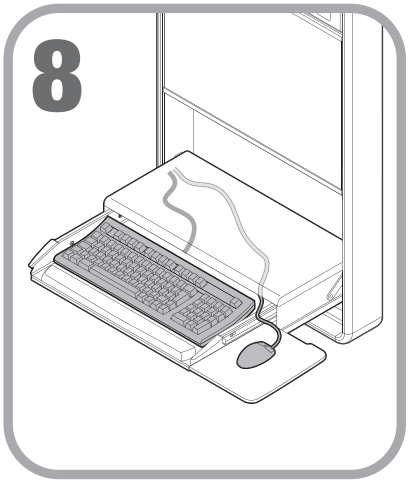
# Operation

## TECHNOLOGY INTEGRATION



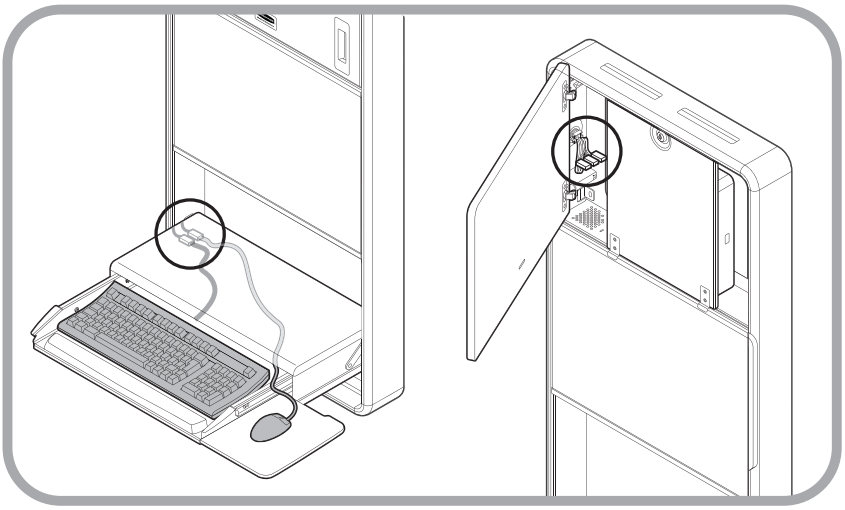



# Integration

## USB CABLE LOCATIONS



- Two USB cables are located in the rear corner of the keyboard tray. These are routed to the technology box area and should be plugged into the CPU.
- Three USB cables are located in the technology box area. These should be connected to CPU to provide power for the Task Light, Keyboard, and Monitor.

Installation (DO NOT plug USB cable in at this point):

1. Run RubbermaidLCDSecureIT.exe setup file.
2. Once installation is complete plug in USB to an open port and wait for driver request.
3. The USB Driver is located within the files provided (at90usbxxx_cdc.inf)
4. After the USB drivers have been installed you can setup the software preferences. (see below)

**Software Setup**

There are 4 options that are available when the keyboard is closed:

- None (No action taken)
- Immediate Blank Screen
- Immediate Screen Saver (Select On resume, Password protect under screen saver options if user id and password is required)
- Immediate lock computer screen

You can adjust the duration of time the light will stay on at any given instance. (Default is 5 minutes). The password section is not applicable in this situation (Non-Locking Cabinets).

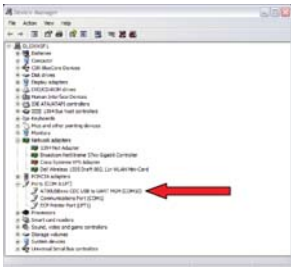
# Software Installation

## USB TASK LIGHT SOFTWARE

**Preparation**

Uninstall any previous drivers that may have been installed for the USB task light. (If USB device has not been installed previously, skip to installation section)

1. Start > Control Panel > System
2. Click on the Hardware tab
3. Select the Device Manager button

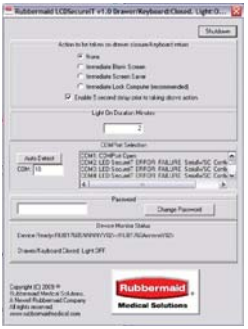


4. Scroll down to Ports (Com & LTP) Look for a device named AT90USBxxx CDC USB to UART MGM (Com XX).

5. Double click on this device and click the driver tab at the top.
6. Click Uninstall driver and accept the removal.
7. Restart Computer.

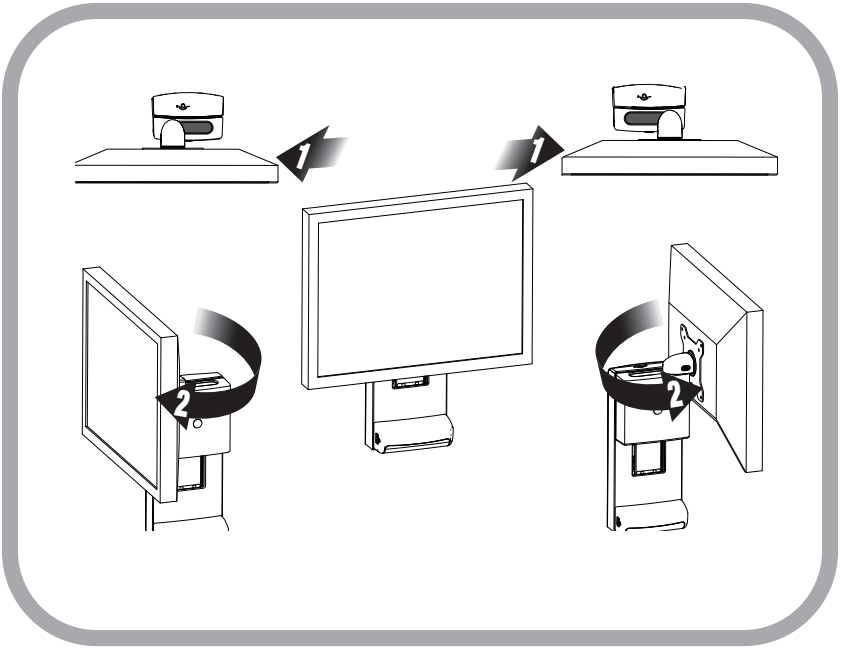
**Note**** - If the drivers did not install correctly the first time it may be listed in the "Other" device list usually indicated with a yellow Asterisk symbol.

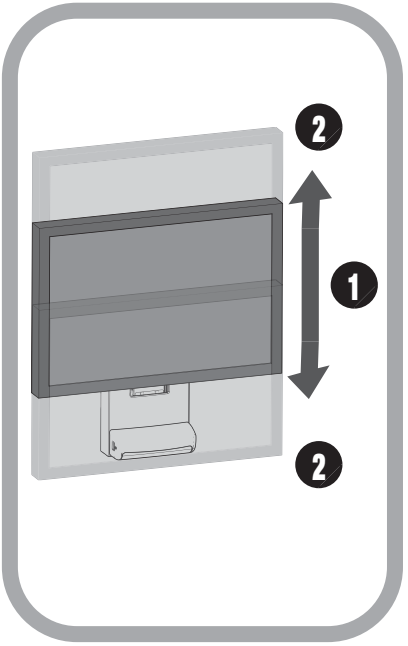
**Configuration of Software preferences:**



# Operation

## ADJUSTABLE LCD MOUNT (OPTIONAL)




The adjustable LCD monitor mount is designed to allow height adjustment of the monitor, and also to allow the monitor to pivot 180 degrees. Adjust the monitor in the following manner:

To Pivot the monitor:

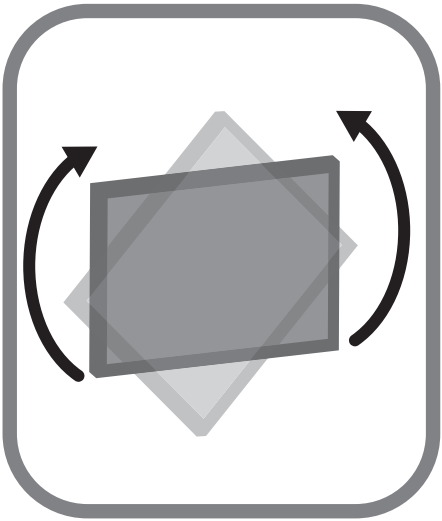
1. Grasp the sides of the monitor, then slide the monitor to the desired side, as shown above.
2. Twist the monitor to the desired position.

To raise or lower the monitor:

1. Grasp the sides of the monitor.
2. Slide the monitor up or down as desired, as shown.

# Operation

## LCD MONITOR ROTATION



If the feature is enabled, the LCD monitor may be rotated 90 degrees. Some configurations will only rotate 90 degrees clockwise or counter clockwise, not both.

To rotate the monitor:

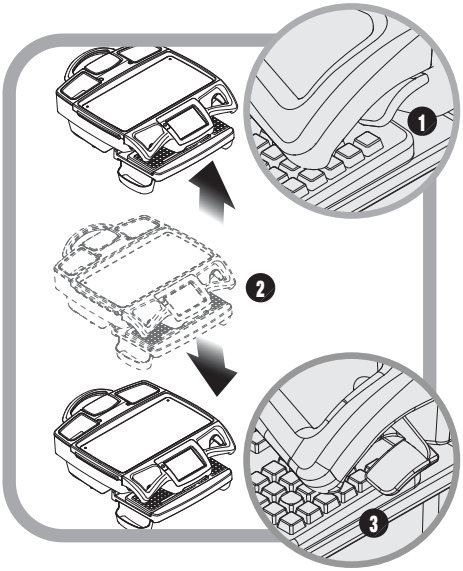
- Grasp the sides of the monitor.
- Rotate the monitor until the monitor is positioned as desired (usually full portrait or full landscape position).

**Note**: That the monitor will slightly rotate then stop, indicates that the monitor is not setup for rotation.

△ **Do Not** force the monitor to rotate. Forcing the monitor to rotate can damage both the monitor and the mount.

△ Make sure the monitor cables do not wind around the monitor mount. Always reverse the rotation of the monitor to keep the cables free.

## MANUAL WORK SURFACE LIFT (SOME MODELS)




To raise or lower the work surface:

1a. Position your hands to hold the work surface steady,

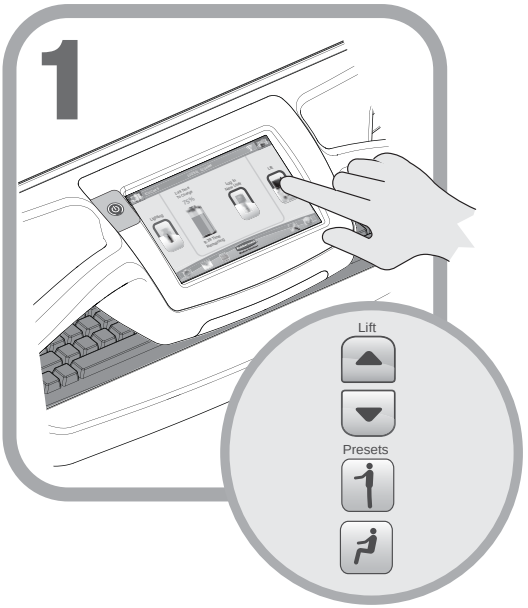
1b. Lift the height lever that is located beneath the right handle.

2. Raise or lower the work surface to the desired height.

3. Release the height lever, then slightly raise or lower the work surface to make sure the locking pin is seated. (You will feel the locking pin detent and lock in position if is not seated.)

# Operation

## ELECTRONIC WORK SURFACE LIFT SYSTEM (SOME MODELS)

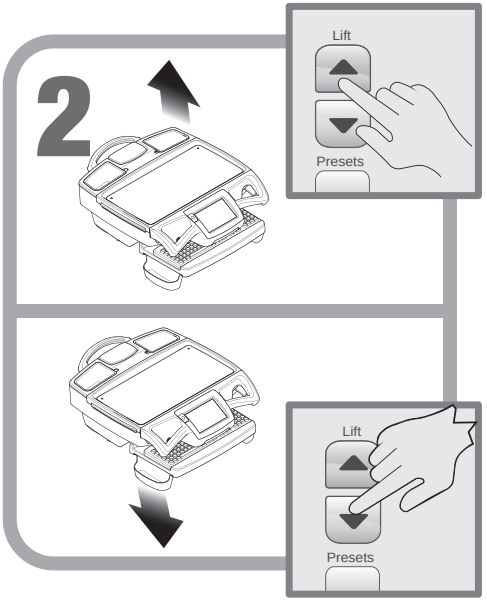



Adjust the work surface height of CareLink carts equipped with the electronic lift system in the following manner:

- Touch the lift button that is located on the right side of the touchscreen.

**Note:** Depending on the configuration of your cart, a login may be required to access this feature.

The lift controls are displayed.




To adjust the work surface upward:

- Touch and hold the up arrow button.
- Release the button when the work surface has moved to the desired position.

To adjust the work surface downward:

- Touch and hold the down arrow button.
- Release the button when the work surface has moved to the desired position.

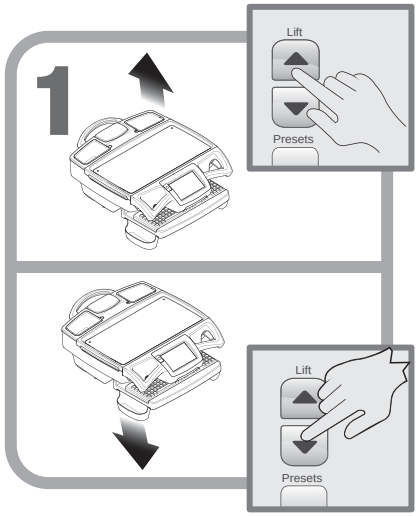
# Operation

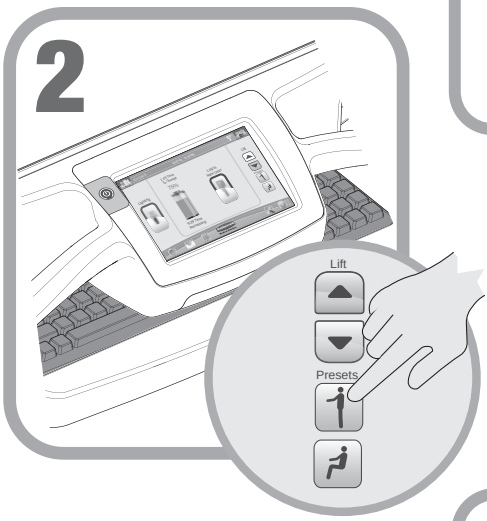
## ELECTRONIC WORK SURFACE LIFT HEIGHT PRESETS (OPTIONAL)

Electronic lift height presets are available to users who are logged in. Individual users may set sitting and standing height presets to adjust the CareLink cart for their personal comfort.

To set height presets:

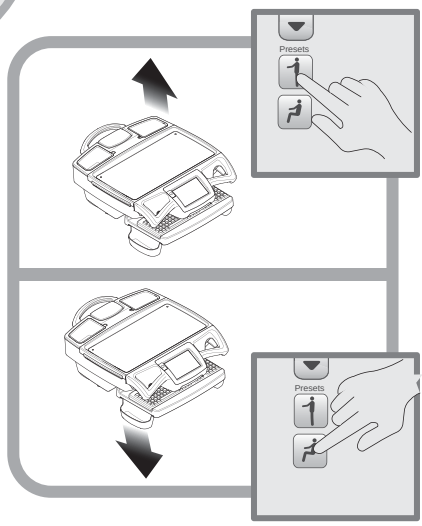
1. Use the arrow keys to adjust the work surface to the desired height.




2. Touch and hold the preset button for approximately 5 sec to store the preset position in memory.

**Note:** Your saved work surface height presets are stored in your user profile. The presets and will follow you to any cart that you log in to.




Move the work surface to your height presets in the following manner:

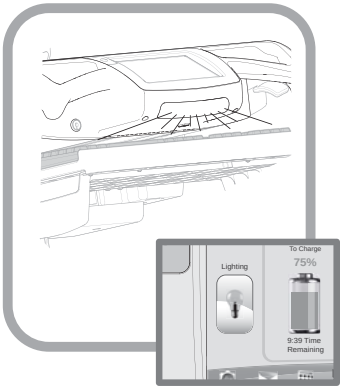
- Touch the Standing Button to move the work surface to the preset standing height.
- Touch the Sitting Button to move the work surface to the preset sitting height.

Touch the **Stop** button

that is displayed on the touchscreen to stop travel of the work surface before it reaches a height preset.

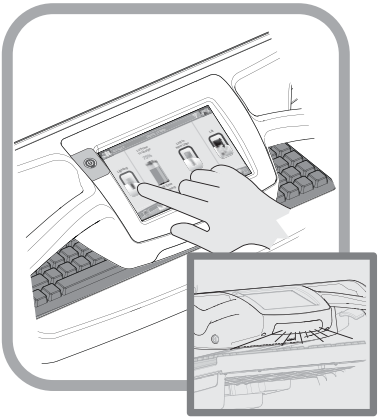
# Operation

## TASK LIGHTING



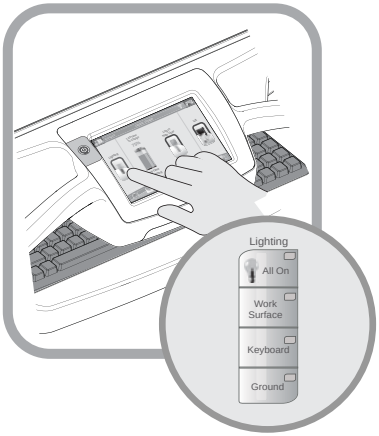

Task lighting is included to enhance cart usability in darkened patient areas. All CareLink carts are equipped with a standard keyboard light operated by using the **Lighting** button located at the left side of the touch screen.

Optional task lighting configurations can include a work surface light and ground lights. Optional lighting configurations are operated from a lighting menu that is accessed by touching the **Lighting** button.



To use the standard configuration keyboard light:

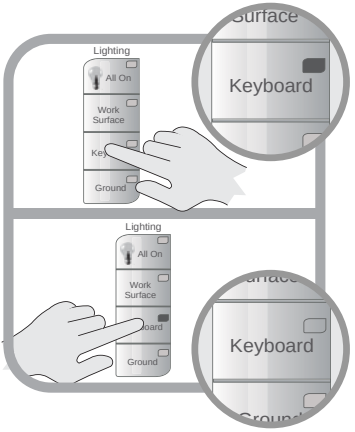
- Touch the **Lighting** button that is located on the left side of the touch screen to turn on the keyboard light.
- Touch the **Lighting** button again to turn off the keyboard light.




To access the optional task light buttons:

- Touch the lighting button that is located on the left side of the touch screen.

The optional task light buttons are displayed.




The optional task light buttons include an indicator that darkens when button is toggled on and is gray when the button is toggled off.

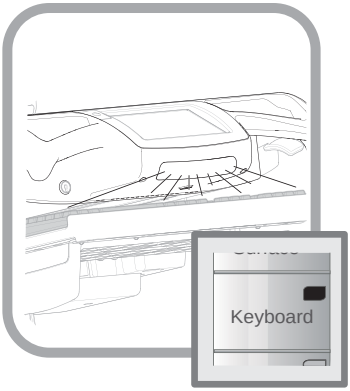
- Touch a button to turn on a task light— the indicator will darken.
- Touch a button with a darkened indicator to turn off that light— the indicator will turn gray.

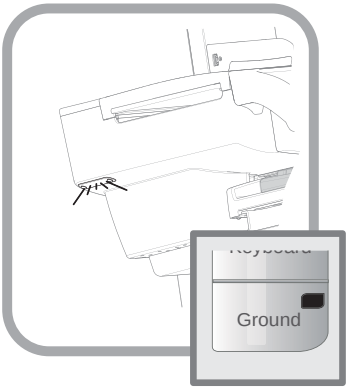
# Operation

## TASK LIGHTING (CONTINUED)

The function of the optional task light buttons is further explained in the sections that follow:

- The **Keyboard** button controls the lights that are located below the touch screen.
- The keyboard light is designed to illuminate the keyboard area. When the keyboard tray is retracted, the keyboard light will illuminate the floor in front of the cart.

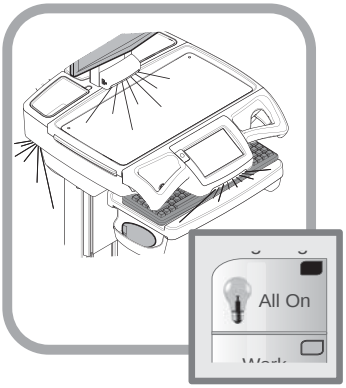



- The **Ground** button controls lights that are built into the bottom rear corners of the technology tray.

  The ground lights illuminate the floor at the rear of the cart to aid navigation of darkened patient areas.

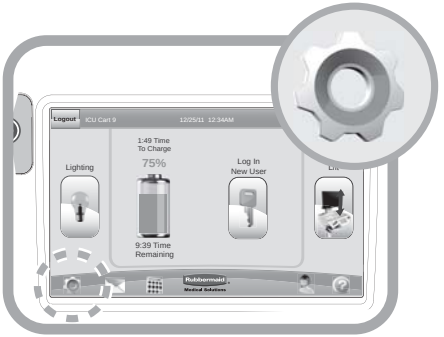
- The **Work Surface** button controls the light located beneath the LCD monitor (laptop models do not include a work surface light).
- The work surface light illuminates the work surface area and the inside of the technology tray when the work surface is removed.




- The **All On/All Off** button is used to operate all task lights simultaneously.

# Operation

## SETTINGS (STANDARD)/PREFERENCES (OPTIONAL)

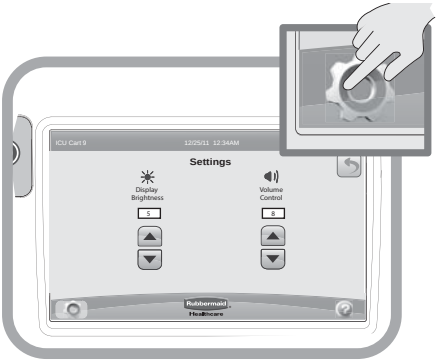


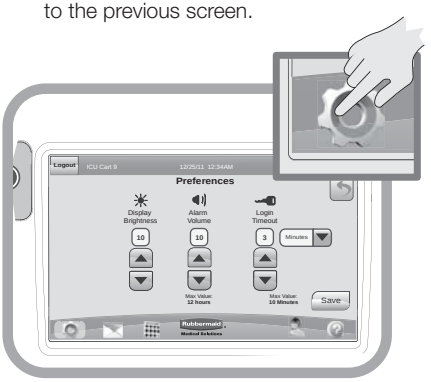

The cog button located at the bottom left of the touchscreen is used to access both the **Settings** and **Preferences** screens. If no user is logged in, the cog button will access the **Settings** screen. When a user is logged in, the cog button will access the **Preferences** screen.

A user who is not logged in may use the **Settings** screen to temporarily adjust the level of touchscreen brightness and alarm volume.

To change touchscreen settings:

1. Touch the cog button, to access the **Settings** screen**.**
2. Change the desired setting:
   - Touch the up arrow button to increment the setting value.
   - Touch the down arrow to decrement the setting value.
4. Touch the return button to return to the previous screen.




The **Preferences** screen allows a logged in user to adjust the levels of touchscreen brightness, alarm volume and Log in Time.

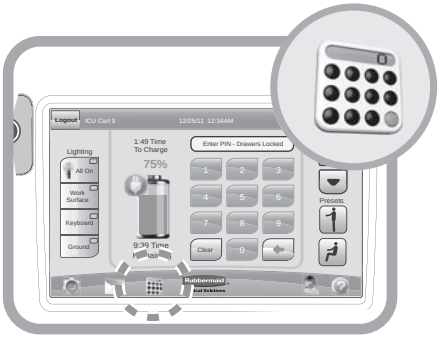
To set individual touchscreen Preferences:

1. Log in to the touchscreen if you have not already done so.
2. Touch the cog button to access the **Preferences** screen.
3. Change the desired setting:
   - Touch the up arrow button to increment the setting value.
   - Touch the down arrow to decrement the setting value.
4. Touch the **Save** button to save the new settings to memory and return to the previous screen

**Note:** When saved, your preferences will follow you to any cart that you log in to.

# Operation

## CALCULATOR (OPTIONAL)



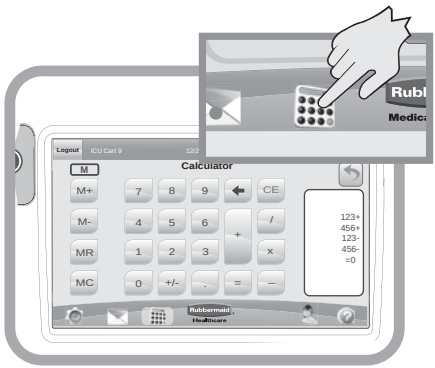

To access the CareLink calculator feature:

- Touch the **Calculator** button .

The function of the calculator is described in the sections that follow:

The Readout : shows each entry and the result.

0 — 9, ., +/- keys: Enter numerals on the display. For decimal places use the . key in the logical sequence.




Use the +/- key to change the sign of the bottom number on the readout.

+, –, x, / Function Keys: Perform the four basic mathematic calculations when these keys are Touched in arithmetic sequence with the number keys.

Touch the = key to obtain the answer after entering numeral and function keys.

M Memory Icon:
The memory icon is displayed whenever there is a value stored in memory. The icon is turned off when the memory is clear.

M+ (M-) Memory plus (minus) key:
Transfers the bottom number on the readout to the memory as a positive (negative) value and automatically adds that value to any value previously stored in the memory.

MR Memory Recall key:
Recalls the contents of the memory to the bottom line of any number stack shown on the readout.

MC Memory Clear key:
Clears the contents of the memory and changes the value to zero.

Back Space key:
Moves the entry cursor back one space and erases the last keyTouch.

CE Clear Entry key:
Removes the last line of the readout. Touching the CE key twice clears the readout and ends processing of any calculations.

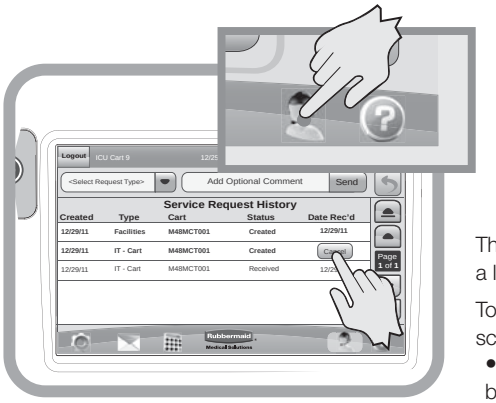
# Operation

## SERVICE REQUEST (OPTIONAL)

The **Service Request** button is used to send requests from the cart.

A new request may be canceled until it is acknowledged. Once a request has been acknowledged, the **Cancel** button is replaced with the date received.

**Note: Do Not** use the Service Request system to transmit patient or HIPAA protected Information.




The **Service Request** screen displays a listing of requests sent from the cart.

To access the **Service Request** screen:

- Touch the **Service Request** button.

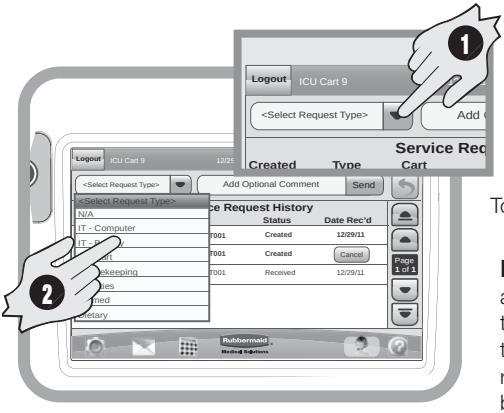
A pending request may be canceled and removed as long as the **Cancel** button is visible.

To cancel a pending request:

- Touch the **Cancel** button to delete the reqest from the system.

# Operation

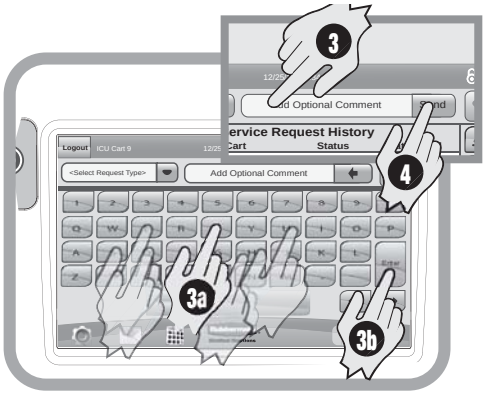
## SERVICE REQUEST (OPTIONAL)




To send a request from the cart:

**Note:** Make sure the Wi-Fi is active. Look for the Icon in the upper right hand corner of the touch screen. If Wi-Fi is not active requests and notifications cannot be sent or received.

1. Touch the **Select Request Type** window to roll down the Request Type menu.
2. Touch the desired message type.




3. If it is necessary to add additional information, Touch the **Additional Comments** window to display the on-screen keyboard.

3a. Type in your comment.

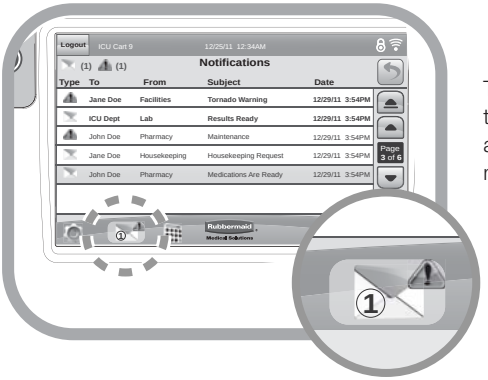
3b. When finished, touch the **Enter** key.

4. Touch the **Send** button to send the message to the management system.

The new message will appear at the top of the message list.

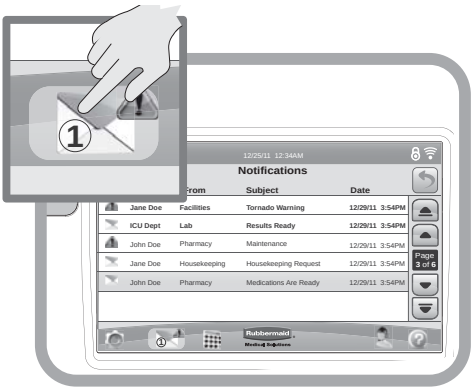
# Operation

## NOTIFICATIONS (OPTIONAL)


Logout
ICU Cart 9
12/25/11 12:34AM
Notifications
Type To From Subject Date
Jane Doe Facilities Tornado Warning 12/29/11 3:54PM
ICU Dept Lab Results Ready 12/29/11 3:54PM
John Doe Pharmacy Maintenance 12/29/11 3:54PM
Jane Doe Housekeeping Housekeeping Request 12/29/11 3:54PM
John Doe Pharmacy Medications Are Ready 12/29/11 3:54PM
Page 3 of 6
Rubbermaid
1

The **Notifications** button ② is used to display a list of messages sent to a cart user. There are two types of messages:

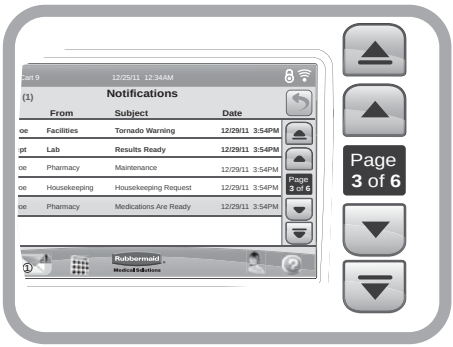
- Alerts pop up to be read immediately. The icon is displayed when there are active alerts on the list.
- Messages ② may be read at the users convenience. The icon displays the number of active messages on the list.


1
Notifications
Subject Date
Jane Doe Facilities Tornado Warning 12/29/11 3:54PM
ICU Dept Lab Results Ready 12/29/11 3:54PM
John Doe Pharmacy Maintenance 12/29/11 3:54PM
Jane Doe Housekeeping Housekeeping Request 12/29/11 3:54PM
John Doe Pharmacy Medications Are Ready 12/29/11 3:54PM
Page 3 of 6
Rubbermaid

To display the message list:

- Touch the **Notifications** button ② at the bottom of the screen.

The Notifications screen is displayed.

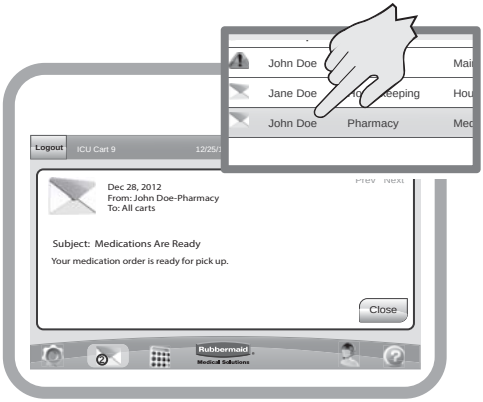



To scroll through the message list:

- Use the arrow keys to scroll through the list.
- The inner arrow keys scroll one message at a time.
- The outer arrow keys scroll one page at a time

# Operation

## NOTIFICATIONS (OPTIONAL)




To read a message:

**Note:** Make sure Wi-Fi is active. Look for the Icon in the upper right hand corner of the touch screen. If the Wi-Fi is not active, requests and notifications cannot be sent or received.

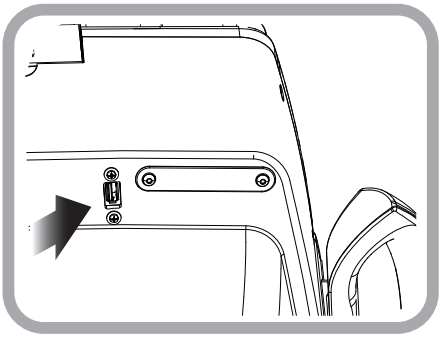
- Touch the title of the message.

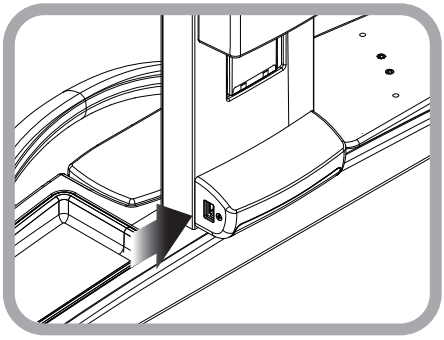
The message is displayed

- Touch the **Close** button to return to the Notifications screen.

**Requests and Messages Deleted**

Service Requests, Alerts and Notifications are kept active for a configured period of time, then deleted.





The CareLink cart is equipped with up to two external USB port extensions that may be plugged into a custormer provided USB source (computer, hub, etc). The external USB ports allow USB devices to be plugged into customer installed technology devices without opening the work surface.

The standard external USB extension port is located at the right rear bottom of the technology tray.

CareLink carts configured for use with LCD monitors may be equipped with an optional work surface task light. The work surface light includes an external USB port extension.

**Note:** if an available external USB port does not seem to work, it is likely that it has not been setup for your cart. Contact your IT dept.

# Operation

## HELP SCREEN

The **Help** button is used to display the help screen. The help screen contains:

- A listing of control system screen buttons and icons with a description of their function.
- The Shutdown button used to completely shutdown the cart and disconnect the battery
- The optional Reboot button used to reboot the computer when necessary.
- The optional Battery Help button which explains the condition that each battery indicator state signifies.

To access the help screen;

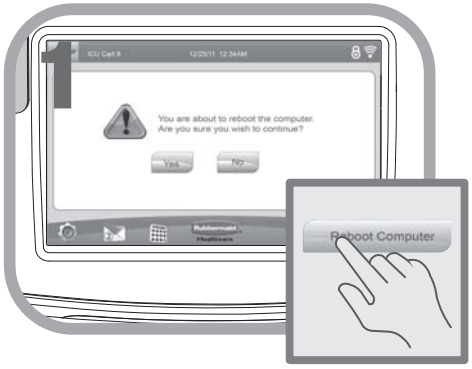
- Touch the Help Button.

To display the definition of a screen icon or button:

- Touch the icon in the left hand pane of the help screen.

The definition of that icon will be displayed in the right hand pane.

**Reboot Computer Button (option)**




To reboot the installed Computer:

- Touch the **Reboot** button as shown.
- A comfirmation screen is displayed
- Touch the **Yes** button to reboot the computer.
- Touch the **No** button to cancel the reboot and return to the help screen.

# Maintenance

**DO NOT** use the computer cart if pieces are missing or the unit is damaged. In these cases, immediately contact Rubbermaid Healthcare Customer Service for more information: 1-888-859-8294.

**Cables**: Always keep the cables neatly organized and be sure to route cables away from moving components with wire ties or cable clips.

**Electric Cables:** Periodically inspect power cord and plug to ensure plug is not bent and cable is not frayed.

## CLEANING

**CAUTION:** Because of the close proximity of electrical power and equipment, flammable cleaners should never be used on the computer cart.

To clean the cart:

1. Turn off the cart.
   - Turn off any technology installed, on the cart.
   - Press the cart Power button to shut down the cart.
2. Disconnect the power cord from the wall.

- Verify that your computer cart is unplugged from the wall outlet before cleaning.
- Allow your computer cart to dry completely before plugging the power cord into a wall outlet.
- When cleaning the computer cart, wipe surface with a damp cloth and thoroughly dry.
- **NEVER** cover the computer cart or its components with liquid or allow liquids to flow into the computer cart.
- **NEVER** use steel wool or other abrasive material as these could damage the surface finish.
- Before using any cleaner on the computer cart, first test on a small area to ensure that the surface is not harmed.
- These guidelines cannot guarantee infection control. The hospital's Infection Control Administrator should be consulted regarding cleaning procedures and schedules.
- Clean plastic components with diluted, non-abrasive solutions. Suggested cleaners are water, soap, diluted bleach and alcohol solutions.
- Remove pen and dry erase marker stains with a soft cloth and 91% isopropyl alcohol.
- Remove iodine stains with a soft cloth and any cleaners suggested above.

The touch screen requires periodic cleaning to remove any particles on the surface of the screen.

- Use a soft cloth or paper towel dampened with a typical household glass cleaner to clean the glass surface of the touch screen.
- To maintain touch sensitivity, keep the screen clean from foreign objects.
- Avoid excessive dust accumulation on all sides and edges of the screen.

To clean the touch screen:

1 Spray a small amount of a mild glass cleaner onto a soft cloth or paper towel.

2 Wipe the surface of the touch screen to remove any dirt, fingerprints, or other debris that could hinder touch recognition.

**DO NOT** use the following chemicals to clean your computer cart: acetone, mineral spirits, abrasive cleansers, paint thinner or any other harsh or toxic chemicals.

# Troubleshooting

| Problem | Solution |
|---|---|
| Cart Is hard to push. | Check that the caster locks are in the unlocked (up) position. |
| | Check casters for obstructions. |
| | |
| Cart is hard to turn. | Check that N-Stride is not active. |
| Computer/Monitor will not power up. | Check that cart power button is not orange and battery is disconnected from cart. Power to installed components will be available again after the battery conditioning cycle is complete. |
| | Check that power supply is turned on. |
| | Check that device power cables are connected. |
| | Check that wall outlet has power. |
| | Check fuses at the power inlet. |
| Power supply does not turn on. | Check power cord. |
| | Check that wall outlet has power. |
| | Check fuses at cabinet power inlet. |
| Cart will not Power Up | If Power Button, is orange indicating battery is in recovery mode. When the recovery cycle is complete, cart electronics will be enabled. |
| | Check that power cord is plugged into a working outlet. |
| | Check that end of power cord is plugged into the cart power inlet. |
| | After completing above checks cart will not power up, file a service request for maintenance. |
| | |
| Computer Does Not Work Properly | Check that power button is not orange. If power button is orange, when cart finishes the recondition cycle the computer should again function. |
| | If cart is functional, but computer will not work, file a service request for maintenance. |
| | |
| Manual Lift Mechanism Performance | If it is difficult to raise and lower the work surface, the lift mechanism preload may need adjustment. File a service request with your IT department for service. |
| Electronic Lift Performance | If the electronic lift is stuck in position or is running slowly, it may need calibration. File a servoe request with your IT department for service. |

# Service

### SERVICE REQUEST

Contact your IT department, or file a service request at our website: www.rubbermaidmedical.com/service.

### SERVICE LEVEL COMMITMENT

Rubbermaid Medical Solutions is committed to providing best-in-class service. This document details our standard warranty and instructions on how to request service using our customer support system.

# Warranty

### LIMITED WARRANTY FOR CARELINK COMPUTER CART

Rubbermaid Healthcare is pleased to offer a three-year warranty on durable components and a three-year warranty on electronic components.

If during the warranty period this Rubbermaid Healthcare product proves defective in materials or workmanship under normal use by the original purchaser, please contact Rubbermaid Healthcare technical support (please be ready to furnish complete information, including product serial number, description of the issue, and full contact information). Rubbermaid Healthcare will determine, at its sole discretion, how to best address your warranty issue, which may include sending you a replacement part covered under warranty or for sale. Rubbermaid Healthcare reserves the right to require proof-of-purchase prior to honoring any warranty request. This warranty does not cover product abuse, modification, failure to adhere to product instructions, or improper operation/misuse. RUBBERMAID HEALTHCARE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES WHATSOEVER. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state or country to country.

### SERVICE DETAILS

Consumable components are not covered under warranty and include:

- Locks and Keys
- Document Cover

Other standard components will be replaced under the applicable warranty following a filed service request.

*The above terms for replacement parts applies to facilities located in the United States. All other customers should contact the appropriate reseller for the terms of part replacement.

All terms are subject to change without notice.

Rubbermaid®
Healthcare

1-888-859-8294
www.RubbermaidHealthcare.com

2/2013 Part # 1817585 Rev. A CareLink Computer Cart User Manual
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Huntersville, NC 28078

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